

Recruitment and Retention Committee Meeting
March 9, 2011

1	Gus Tome	10	Excused
2	Brad Quin and Bob Cassabian	11	Dan Cahill/Mike Salazar
3	Absent	12	Absent
4	Absent	13	John Palm
5	Absent	14	Amanda Bowers and Trina Ihle
6	Debbie Devito	15	Freyda Greenberg and Bill Lyden
7	Absent	16	Absent
8	Absent	17	Absent
9	Christine Crabill	LCFR	Lisa Braun

- Meeting called to Order 1933.
- Introductions
- 2011 R&R Goals:
 1. Quarterly send out of membership trends to station leadership and R&R reps
 2. R&R Committee establish an PR person for outreach
 3. Increase the number of persons who "met 80 points" by providing education and outreach on the importance of documenting and entering points.
 4. Net gain of 50-100 volunteers county wide
 5. Increase station's social networking - outreach
 6. More members completing ALS classes & advanced fire trainings
 7. Increase chaplain presence/awareness

The Committee discussed the 2011 goals at length. Topics included the fact that the Training Center was not meeting the 2010-2011 Year-at-a-Glance Training Calendar for courses (i.e., HazMat Operations is not being offered in April or July, but only June). The Committee would like to know more about the EMS Management Course referenced by Karen McQuaid. Chaplain Wells, Chair of the Chaplains Committee, will be visiting each station to promote use of the chaplain program.

- Answerthecall.info Website--There was no update.
- Volunteer Record Management System--No information was provided regarding the status of the needs assessment other than that it is moving forward.
- Surveys
 - Prospective Member Referral Survey - Lisa will be sending out a survey to referrals from www.answerthecall.info within 30 to 90 days after they have been referred to a Company.

- Onboarding Survey - A new survey is being used after each LCFR Volunteer Orientation for participants to rate the program and presenters.
- Exit Interview/Survey - A survey is being sent to former members once termination paper work has been received. This was questioned by some Committee members, particularly if the Company is already doing this. However, not all companies are doing this. The information should be reported back to the Board of Directors for the companies.
- New Member Survey from Membership Packets--There is no further need to disseminate the New Member Survey that had been previously included in the packets as the information gleaned when the form was completed and forwarded was not useful.
- Anyone with comments regarding the surveys should provide feedback by April 6th to Lisa.
- Retirement Points Audits
 - Status

Leesburg Fire, Company 1	Christine Crabill/Brad Quin	Partially Completed--will be completed 3/24/2011
Purcellville Fire, Company 2	Karen McQuaid/John Palm	Completed
Ashburn Fire/Rescue, Company 6	Bill Lyden/Lisa Braun	Scheduled--6 p.m. 3/29/2011
Arcola Fire/Rescue, Company 9	Bill Lyden/Karen McQuaid	Scheduled--7 p.m. 3/10/2011
Sterling Fire, Company 11	Amanda Bowers & Trina Ihle	Completed
Sterling Rescue, Company 15	Dan Cahill and Karen McQuaid	Scheduled--7 p.m. 3/11/2011

The Committee needs to work on providing information on what documentation would be acceptable, particularly for training hours. The Committee discussed the possibility of having the LCFR Training Division provide a copy of the course roster so that the information could be used by Retirement Points Coordinators to input, and that information would be deemed reliable.

- Physicals
 - An email was sent regarding a new form for physicals.
- Annual Award Banquet, Sunday, April 10, 2011, Noon to 2:30 p.m. @ Carrodock Hall
 - Front Door Greeters--Amanda, Christine, Dan, John, Bill and Lisa said they would be there and could assist.
 - Donations--Dan reported that he has not been able to get donations for door prizes despite trying.
- Spring 2011 Graduation--The Committee discussed July 13, 2011, at a *tentative* date for the Spring 2011 Graduation. That would be in lieu of the R&R Meeting for July.
- Training Updates
 - Bill reported that he had an email exchange regarding Wait Lists with Training Officer Michael McDonald, who was very receptive and on the verge of sending out emails to those

affected. The Committee discussed upcoming trainings, including Train-the-Trainer for EVOC updates; continuing education, particularly ALS; LPG, which has low enrollment; EMT-B Refresher with 3/3 start; Enhanced to Intermediate class being canceled; but now there may have been 6 and it may be reinstated. The Committee wanted to know whether there would be an evening EMT-B Refresher. Fire Officer 1 has a good number, 20-30 participants enrolled. May Day Firefighter Down was canceled due to low enrollment. The EMT-B class enrollment is at 40; some were admitted off the Wait List; it was not clear whether there were any denials. Fire Fighter 1/2 had 27 students but had some drop outs.

- R&R Round Table
 - Company 2--Purcellville Business Professional Organization will be coming to the station for a luncheon with Companies 2 and 14. They had a volleyball tournament. They participated in two public education events with Lisa. A local church has indicated that Company 2 is its charity for the year.
 - Company 6--They participated in the little league parade. There is a Health and Wellness Day at Station 22 on April 16, 2011. They will provide a copy of their administrative job descriptions for the Committee to see.
- Orientations
 - Tuesday, March 22, 2011, @ 1900--Christine and Brad will be helping.
 - Wednesday, April 20, 2011, @1900 (arrive by 1830)
- The next Fire-Rescue Commission meeting will be March 29, 2011, at 18:30 at the Training Center.
- The next Recruitment & Retention Meeting will be April 13, 2011, 19:30 p.m. at the Training Center.
- The meeting adjourned at 2140.